



EMPLOYMENT TERMINATION/LEAVE OF ABSENCE

Case name: _____ Case number: **Enter case number here**
Employed person: **Your name here** SSN: **NO SOCIAL PLEASE**

Please use a black pen to complete form. This form is not used to determine Unemployment Insurance eligibility.

Employer Information:

Company name: **Brigham Young University**
Corporate name (if different): _____
Payroll company (if different): _____
Company address: **2024 WSC, Provo UT 84602**
Name of supervisor or HR contact: _____ Phone number: **(801)422-0817**

Employee History:

- Average hours the employee worked per week: _____ Hourly wage: \$ _____
- Date of hire: _____ Last day worked: _____
- Date final check available to the employee: _____
- Gross amount (before taxes) of final paycheck: _____
- Total gross pay (before taxes) in the month employee received their final check: _____
- Did the employee receive severance pay or vacation pay separate from their final check? Yes No
If yes, how much? \$ _____ Date received: _____
- Reason for leaving: Quit (state reason) _____ Laid off (date) _____
Pick one Fired (state reason) _____ Leave of absence (length) _____
 Other (state reason) _____
- Is this a temporary termination or furlough? Yes No
If yes, when is the employee expected to return to work for this company? _____
If yes, will the employee receive pay during their leave of absence? Yes No
- Is there an option for continued medical insurance? Yes No
If yes, please list insurance carrier: _____ Group #: _____
Policy number: _____ COBRA amount: \$ _____
- Does the employee have any retirement and/or 401K benefits? Yes No If yes, how much? _____
- Any additional comments: _____

Employer Signature*

Date

*Additional verification will be required if employer does not sign form.

Your signature

Today's Date

Customer Signature

Date

Return form to employee or to Department of Workforce Services:

Mail - Department of Workforce Services, Imaging Operations, P.O. Box 143245, Salt Lake City, UT 84114-3245
Fax - Salt Lake City Area: 801-526-9500 or Toll free: 1-877-313-4717

Questions? Call - Salt Lake City Area: 801- 526-0950 or Toll Free: 866-435-7414

Equal Opportunity Employer/Program

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.